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Welcome to the College

Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years.

You’re now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to help you reach your true potential.

We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 380 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2018-19) across our campuses.

Our Principles

In 2012 the College and Imperial College Union agreed ‘Our Principles’ a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

Imperial will provide through its staff:
• A world class education embedded in a research environment
• Advice, guidance and support
• The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:
• Clear programme information and assessment criteria
• Clear and fair academic regulations, policies and procedures
• Details of full programme costs and financial support
• An appropriate and inclusive framework for study, learning and research

Imperial students should:
• Take responsibility for managing their own learning
• Engage with the College to review and enhance provision
• Respect, and contribute to, the Imperial community

The Imperial College Students’ Union will:
• Support all students through the provision of independent academic and welfare assistance
• Encourage student participation in all aspects of the College
• Provide a range of clubs, societies, student-led projects and social activities throughout the year
• Represent the interests of students at local, national and international level

www.imperial.ac.uk/students/our-principles
Introduction from the President of Imperial College Union

Hello and welcome to Imperial!

You’re about to have a brand new start and set off on the next part of your learning career, so on a personal note from me, congratulations on your choice of university because what better place to be than here!

Here at Imperial we really try to live up to the cliché of “something for everyone” and offer as wide and diverse an experience as possible. Imperial College Union is here for all of your needs right from the word go, through your studies and beyond.

Imperial College Union is proud to say we’re an organisation for students, led by students, tackling issues that matter to students. You’ll see your five Officer Trustees, one of which is myself, around our campuses, on posters and sending you all emails. We’re a group of five students that have taken time out of our studies to represent you. If you ever have questions or ideas that your department can’t help with, we’re normally a great place to start.

We have over 380 clubs and societies for you to get involved in which is a great chance to try something new over your time at Imperial. We run your academic and wellbeing representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your personal development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We’re located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a great year and I will see you around.

Rob Tomkies

*Imperial College Union President 2018-19*

[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)

[imperialcollegeunion.org](http://imperialcollegeunion.org)
1. Introduction to the Department

Welcome from Head of Department – Professor Eric Yeatman

A very warm welcome to all the new students joining us in the Department of Electrical and Electronic Engineering (EEE). My congratulations on your recent exam achievements, and my best wishes for your continued success as you study with us over the coming years.

“Triple E” impacts upon every part of our lives – communications, the environment, energy, entertainment, commerce, manufacturing, healthcare and transport, just to name a few! Electrical and Electronic Engineers are at the forefront of the constant challenges to make things better, faster, more affordable, more sustainable and to make our lives healthier, more rewarding and more enjoyable. Your studies here will prepare you to play your part in meeting these challenges.

We have a long and proud history of being one of the foremost research and teaching centres for engineering in the UK and worldwide, and it is a great place to work and learn. I look forward to seeing you all develop into graduate engineers with the skills, knowledge and imagination to shape our world.

Welcome from Director of Undergraduate Studies – Dr Kristel Fobelets

It’s great to welcome you to our Department where we aim to feed your appetite by introducing you to a wide range of topics starting with the basic physics principles behind power conversion, and the theory of communications. This knowledge will allow you to study the applications of these principles such as the management of smart grids and machine learning.

You will acquire knowledge across a wide range of disciplines including solid hardware, software skills and mathematical skills. The mathematical skills underpin all your learning and allow you to deal with complex problems. If that is not enough, you will be able to take some subjects offered by other departments.

Electrical and Electronic Engineering is all about designing systems by using fundamental topic knowledge, creativity and a drive to innovate, and last but not least, teamwork. You can therefore expect lots of design and build in group projects. You will also work with industry in your third year either by taking an industrial placement or working as a technical consultant on an industry proposed and supported group project.

Research is one of the pillars on which our Department is built. You will notice this when walking through the research floors from level 7 upwards and seeing all the posters decorating the corridors. It is no surprise that our teaching in years three and four will be highly influenced by the modern up-to-date topics taught by members of staff who are keen to trigger in their students the same interest and enthusiasm for “their” topic as they have themselves. You can expect staff to bring their research into the classroom, for example in the Advanced Signal Processing module where students have been measuring their ECG and applying the signal processing algorithms you have learned to analyse this data. Advanced Electronic Devices and Full-Custom Integrated Circuit Design will teach you how to design devices and integrated circuit using industrial design tools. Our final year projects often involve students working directly with academics on a particular area of their research, allowing them to get a feel for working in a research environment.

You will also have the opportunity to become directly involved in influencing our teaching via the student-staff committee, curriculum focus groups and the undergraduate teaching assistant scheme. Many students are involved in events such as welcome week and Open Day. We hope that you will benefit from this support and join the ranks of students helping others.

There are many more exciting opportunities in this department and I invite you to learn more by talking to me, the other academic staff and teaching fellows, our student cohort, and the Education Support Team on level 6.
Academic and administrative staff

Find out more about some of the staff you will be meeting in the first few weeks and months.

1. Esther Perea, Senior Tutor
2. Lina Brazinskaite, Education Support Officer
3. Clare Drysdale, Industrial Liaison Manager
4. Kristel Fobelets, Director of Undergraduate Studies
5. Eric Yeatman, Head of Department
6. Kay Hancox, Outreach and Recruitment Manager
7. Emma Rainbow, Education Support Officer
8. Zahidurrani, Admissions Tutor
Electrical Lab Staff

1 Amine Halimi – Workshop Laboratory Technician
2 Vic Boddy – Teaching Laboratory Technician
3 May Tang - Teaching Laboratory Technician
**Attendance and absence**

You must inform Ms Perea (Senior Tutor) using the online form if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact Ms Perea and Ms Lina Brazinskaite on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of 5 working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

Attendance in labs, tutor groups, study groups and exams is mandatory and recorded by swiping your ID card. Please make sure you swipe in to all sessions, and register any absence online. Your tutor will check whether you are attending and progressing well.

**College Mitigating circumstances policy and procedures**

**Departmental Mitigating Circumstances info**

**Key dates 2018–19**

Terms start on Saturdays but teaching begins on the Monday.

**Term dates**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term:</td>
<td>29 September - 14 December 2018</td>
</tr>
<tr>
<td>Spring term:</td>
<td>5 January - 22 March 2019</td>
</tr>
<tr>
<td>Summer term:</td>
<td>27 April - 28 June 2019</td>
</tr>
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</table>

**Closure dates**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas/New year:</td>
<td>24 December 2018 – 1 January 2019</td>
</tr>
<tr>
<td></td>
<td>(College reopens on 2 January 2019)</td>
</tr>
<tr>
<td>Easter holiday:</td>
<td>18 April – 23 April 2019</td>
</tr>
<tr>
<td></td>
<td>(College reopens on 24 April 2019)</td>
</tr>
<tr>
<td>Early May bank holiday:</td>
<td>6 May 2019</td>
</tr>
<tr>
<td>Spring bank holiday:</td>
<td>27 May 2019</td>
</tr>
<tr>
<td>Summer bank holiday:</td>
<td>26 August 2019</td>
</tr>
</tbody>
</table>
2. Programme information

Timetables can be accessed available [here](#). All modules can be viewed [here](#).

1st year modules are normally taught in room 408. Some lectures will be webcast to room 406.

### EEE

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Lecturer</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE1-01</td>
<td>Analysis of Circuits</td>
<td>Prof Andrew Holmes</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-02</td>
<td>Digital Electronics 1</td>
<td>Dr Zahid Durrani</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-05</td>
<td>Energy Conversion</td>
<td>Dr Oleksiy Sydoruk</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-06</td>
<td>Introduction to Signals and Communications</td>
<td>Prof Kin Leung</td>
<td>Spring</td>
</tr>
<tr>
<td>EE1-07</td>
<td>Software Engineering 1: Introduction to Computing</td>
<td>Dr Max Cattafi</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-10A</td>
<td>Mathematics 1a</td>
<td>Dr Daniel Nucinkis</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-13</td>
<td>Engineering Design and Practice</td>
<td>Mrs Esther Perea</td>
<td>Autumn &amp; Spring</td>
</tr>
<tr>
<td>EE1-LABE</td>
<td>E1 Electronics Lab</td>
<td>Dr Edward Stott</td>
<td>Autumn &amp; Spring</td>
</tr>
<tr>
<td>EE1-LABC</td>
<td>E1 Computing Lab</td>
<td>Dr Max Cattafi</td>
<td>Autumn &amp; Spring</td>
</tr>
<tr>
<td>EE1-03</td>
<td>Semiconductor Devices</td>
<td>Dr Kristel Fobelets</td>
<td>Spring</td>
</tr>
<tr>
<td>EE1-04</td>
<td>Analogue Electronics 1</td>
<td>Prof Paul Mitcheson</td>
<td>Spring</td>
</tr>
<tr>
<td>EE1-10B</td>
<td>Mathematics 1b</td>
<td>Dr Daniel Nucinkis</td>
<td>Spring</td>
</tr>
<tr>
<td>EE1-PRJ</td>
<td>E1 Project</td>
<td>Dr Edward Stott</td>
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</tbody>
</table>

### EIE

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<td>Autumn</td>
</tr>
<tr>
<td>EE1-07</td>
<td>Software Engineering 1: Introduction to Computing</td>
<td>Dr Max Cattafi</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-08</td>
<td>Software Engineering 1: Algorithms and data structures</td>
<td>Mr Sahbi Ben Ismail</td>
<td>Spring</td>
</tr>
<tr>
<td>EE1-09</td>
<td>Introduction to Computer Architecture and Systems</td>
<td>Dr Tom Clarke</td>
<td>Autumn &amp; Spring</td>
</tr>
<tr>
<td>EE1-10A</td>
<td>Mathematics 1a</td>
<td>Dr Daniel Nucinkis</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-12</td>
<td>User-centred Information Systems</td>
<td>Prof Bob Spence</td>
<td>Autumn</td>
</tr>
<tr>
<td>EE1-13</td>
<td>Engineering Design and Practice</td>
<td>Mrs Esther Perea</td>
<td>Autumn &amp; Spring</td>
</tr>
<tr>
<td>EE1-ILABE</td>
<td>E1E1 Electronics Lab</td>
<td>Dr Edward Stott</td>
<td>Autumn &amp; Spring</td>
</tr>
<tr>
<td>EE1-ILABC</td>
<td>E1E1 Computing Lab</td>
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<tr>
<td>EE1-PRJ</td>
<td>E1E1 Project</td>
<td>Dr Christos Bouganis</td>
<td></td>
</tr>
</tbody>
</table>
Useful links:

Award of honours and assessment methods
Programme specifications
Reading list using Leganto
Laptop and software information

Degree Accreditation and Chartered Engineer (CEng) status

For MEng programmes:
Accredited by the Institution of Engineering and Technology (IET) on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as a Chartered Engineer.

For our BEng (Hons) programmes:
Accredited by the Institution of Engineering and Technology (IET) on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as an Incorporated Engineer and partly meeting the academic requirement for registration as a Chartered Engineer.

Imperial Mobile app
Don’t forget to download the free Imperial Mobile app for access to College information and services, including your programme timetable, College emails and a library catalogue search tool.

www.imperial.ac.uk/imperialmobile

Imperial Success Guide
The Imperial Success Guide is an online resource with advice and tips on the transition to university level study. More than just a study guide, it is packed with advice created especially for undergraduate students, including information on support, health and well-being and ideas to help you make the most of London.

www.imperial.ac.uk/success-guide
3. **Assessment**

There will be the following types of assessment:

1. **Mathematics** has weekly not-for-credit individual homework. These are marked by GTAs (Graduate teaching assistants) and returned within 10 working days.

2. **Coursework** is normally in a team of 2 people. For instance in the computing and the electrical labs you will work with a partner and write shared reports. However, lab books and oral tests are individually assessed. Coursework deadlines will be spaced throughout the academic year. Assessments will be carried out by GTAs, academic members of staff and teaching fellows. Under normal circumstances, feedback is given within 10 working days.

3. The **group project** is in a larger team of 6-7 students and runs over 2 terms. At the end of the project there will be a race and individual oral assessments. Academic members of staff and teaching fellows carry out oral assessments.

4. There are two not-for-credit assessments. One is in the first week of the Spring and the other in the first week of the Summer terms. These tests are online on blackboard and performance will be discussed with your personal tutor in the following tutorial session.

5. As the end of the academic year in June there will be an exam for most modules (both those of autumn term as well as spring term). Exams are anonymous, only your student CID will be displayed. The length of exams is normally 2 hours. Exams are marked by the lecturer of the module and 2nd marked by another member of staff. General feedback on exams will be given on-line after the September examiners’ meeting via annotated answers. Individual feedback on examinations is not provided and due to GDPR students are not allowed to see the booklets themselves.

It is department policy to return grades (A, B, C) and not marks to students. Occasionally, exam and coursework marks are moderated. The philosophy and the moderation principles can be found on: [https://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/electrical-and-electronic-engineering/public/undergraduate/moderation-of-module-marks.pdf](https://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/electrical-and-electronic-engineering/public/undergraduate/moderation-of-module-marks.pdf).

More information can be found in the following links:

- **Examinations** – Departmental info: general instructions, FAQs, timetables, past papers
- **Award of honours and assessment methods** – award of honours documents have information about the assessment structure of our degrees, including the criteria for progression and criteria for honours classifications. Find out about degree part weightings and ECTS credits. Assessment methods are listed, end of year written exams, coursework essays, projects, assessment of numerical problem solving skills etc.
- **Late Submission Policy**
- **College Mitigating circumstances policy and procedures**
- **Departmental Mitigating Circumstances info**

**Instruction to Candidates for Examinations**

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College’s Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.

College instructions for exam candidates can be found here:


Departmental information can be found here:

[http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/examinations/](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/examinations/)
**Academic Integrity and Academic Misconduct**

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism.

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences (cheating) or dishonest practice. Full details of the policy can be found at:


Definitions of the main forms of academic misconduct can be found below:

**Plagiarism**

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

Plagiarism must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

**Collusion:**

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

**Exam offences**

Exam offences include behaviour such as bringing authorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you.

**Dishonest practice**

Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment.

4. **Board of Examiners**

Professor Eric Yeatman is Chair of the Electrical and Electronic Engineering Board of Examiners. All teaching staff are members of the Board. There are also four external examiners. The Examiners’ meeting is anonymous and is preceded by the mitigating circumstances committee meeting. External examining acts as an essential part of the College’s quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College’s awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.
5. Location and facilities

Imperial has a number of campuses in London and the South East. All have excellent travel links and are easily accessible via public transport.

Your main location of study will be:

south Kensington Campus
Imperial College London
London SW7 2AZ UK

Facilities

The Department’s Education Support Team is located in Room 607 on the 6th floor and open Monday – Friday 9am-5pm. Computer access and printing is available in the 3rd floor computer labs. You can also print using printers based in Reprographics on level 1. The 1st and 2nd year electronic labs are on the first floor.

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

Information about the accessibility of our South Kensington Campus is available online through the DisabledGo access guides:

www.disabledgo.com/organisations/imperial-college-london-2

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff and students is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

www.imperial.ac.uk/smoke-free
6. Placements

The College defines a placement as:

“work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to College student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more.”

Academic departments are responsible for managing any study or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

For guidance on this, see the College’s Placement and Learning Policy and associated good practice:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

Your Departmental Placement Manager:

- Mrs Clare Drysdale
- 607
- (0)20 7594 6185
- c.drysdale@imperial.ac.uk

The 6-month (minimum of 22 weeks) Industrial Placement option is an integrated part of the MEng degree which runs from April - September in the third year of study. During this time, the student is employed to work on an industrial project which is directly relevant to their degree of study. The scheme is open to all MEng students. This option is part of the degree course so it will not affect your visa status, and a work permit is not required.

Students not taking part in the placement scheme will undertake an industrial-related group project during the Summer term in College. Third year exams will take place in the last two weeks of the Autumn term. Spring Term modules will be assessed entirely by coursework, to be submitted by the end of term.

See the Department pages for more information.

For more information on placements visit the College Placements website:

www.imperial.ac.uk/placements

If you are interested about the Year Abroad you should refer to the Placement Abroad Handbook:

www.imperial.ac.uk/placements/information-for-imperial-college-students
7. Working while studying

If you are studying full-time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4 visa your visa will tell you if you are allowed to work, and the maximum number of hours you can work in a week. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your Personal Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The College’s examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

Undergraduates have the opportunity to work as UTAs (Undergraduate Teaching Assistants) or UTs (Undergraduate Tutors) from the 2nd year. Students have to be eligible to work in the UK, and as above you shouldn’t work more than 10-15 hours per week.
8. Health and safety

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- attend appropriate induction and training.
- report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- not interfere with any equipment provided for Health and Safety.
- inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

The College’s Health and Safety Policy can be found at:


Your Departmental safety contact is

Mr Andy Paice
Location - TBC
Telephone +44 (0)20 7594 6190
a.paice@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

First Day Safety Induction. This will take place during your welcome meeting on the first day. If you do not attend this meeting, you will need to have a separate induction.

Lab Health and Safety regulations:

- Do not work in the lab unless a member of staff is there and they are aware of your presence.
- No eating and drinking (except water) are allowed.
- Appropriate dress code – No open toed shoes.
- Do not remove or relocate equipment without the permission of staff, even if you think it might be faulty.
- Make sure that staff are notified of any faulty equipment, including cables.
- Keep your bench tidy and do not leave items where they can trip people.

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.
Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

www.imperial.ac.uk/safety

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

Andy Paice.

Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

www.imperial.ac.uk/occupational-health

The current recommendation is that all students are vaccinated against Meningitis C and ideally Meningitis ACWY if available, and MMR (measles, mumps and rubella). Meningitis is rare but it is a serious disease which can easily spread among students living in close proximity. If you are unable to access these vaccinations in your home country before coming to the UK, you can get them free of charge from a GP in the UK. If you haven’t been vaccinated by the time you arrive, make an appointment as soon as you have registered with a GP.
9. **College policies and procedures**

**Regulations for Students**
All registered students are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

- [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

**Academic Feedback Policy**
We are committed in providing you with timely and appropriate feedback on your academic progress and achievement, enabling you to reflect on your academic progress. During your study you will receive different methods of feedback according to assessment type, discipline, level of study and your individual need. Further guidance on the Policy of Academic Feedback can be found on:

- [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf)

**Provisional Marks Guidance**
Provisional marks are agreed marks that have yet to be ratified by the Board of Examiners. These results are provisional and are subject to change by the Board of Examiners. The release of provisional marks is permitted except in certain circumstances. Further information can be found in:


**Late Submission Policy**
You are responsible for ensuring that you submit your coursework assessments on time and by the published deadline. Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on:

- [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf)

**Mitigating Circumstances**
Sometimes during your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your final classification.

All claims must be supported by independent evidence and submitted within 5 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Further information can be found in the links below.

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found below:

- [www.imperial.ac.uk/disability-advisory-service/support/exams/](http://www.imperial.ac.uk/disability-advisory-service/support/exams/)
- [You can find more about the Department’s procedure for mitigating circumstances here.](http://www.imperial.ac.uk/disability-advisory-service/support/exams/)
Academic Misconduct Policy and Procedures
It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Appeal and Complaints Procedures
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Student Disciplinary Procedure
The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

Intellectual Property Rights Policy
For further guidance on the College’s Intellectual Property Rights Policy is available on the College website:

www.imperial.ac.uk/students/enterprising-students/intellectual-property/

Use of IT Facilities
View the Conditions of Use of IT Facilities:

www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/
10. Well-being and advice

Student Space
The Student Space website is the central point for information on health and well-being.

- [www.imperial.ac.uk/student-space](http://www.imperial.ac.uk/student-space)

Support in your Department
Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

Personal Tutor
Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential. If necessary they will direct you to an appropriate source of support.

Support in your hall of residence
If you’re staying in College accommodation you will have access to a range of support within your hall.

Well-being support
All halls have their own Residential Support team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2/week (in 2018/19).

The team includes a number of returning students, known as Hall Seniors, who can offer first hand advice on making the most of life at Imperial.

Administrative support
Each hall has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So if you have any enquiries or want to report a maintenance issue there are people on hand to help you.
Imperial College Union support
All Imperial students automatically become members of Imperial College Union when they register at the College. The Union provides a range of support:

Imperial College Union (ICU) Advice Centre
Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

www.imperialcollegeunion.org/advice

Student representatives
The Union have many different opportunities for student representatives to get involved with issues they care about, including Liberation Officers ensuring views of under-represented and interest groups are heard, Academic Reps and Wellbeing Reps.

If you have any feedback about issues in your department relating to academic or wellbeing issues you can speak to one of your student representatives.

https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Officer Trustees
The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there’s something you would like to discuss or change.

Health and well-being services

NHS Health Centre and finding a doctor
Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)
Imperial College Dental Centre offers a full range of NHS and private treatment options.

www.imperial.ac.uk/student-space/here-for-you/dentist

Counselling and Mental Health
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

www.imperial.ac.uk/counselling
Financial well-being

If you’ve got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:

📞 020 7594 9014
✉️ student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

🌐 www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011
✉️ tuition.fees@imperial.ac.uk

Support for disabled students

Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

The Disability Advisory Service (DAS) works with individual students, no matter what their disability or level of study, to ensure that they have the support they need. Our Advisors are committed to providing the best possible support for all students at Imperial College. They understand that each person’s disability can affect them in different ways and therefore the support offered is flexible and tailored. We can also help if you think that you may have an unrecognised study issue or specific learning difficulty such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our Advisors never pass on information outside the College or to parents unless you ask them to. DAS is also here to support students who may have a temporary or short term disability.

📍 Room 566, Level 5, Sherfield Building, South Kensington Campus
📞 020 7594 9755
✉️ disabilities@imperial.ac.uk
🌐 www.imperial.ac.uk/disability-advisory-service

Departmental Disability Officers

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf, and will facilitate support within your Department.

Emma Rainbow is the Department Disability Officer.

More information on Departmental Disability Officers is available at:

🌐 www.imperial.ac.uk/disability-advisory-service/support/ddos

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

Support for international students

English language support

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

www.imperial.ac.uk/academic-english

International Student Support team

Students from outside the UK make up around half of our student population, so our International Student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

www.imperial.ac.uk/study/international-students

Advice Services

You have access to a number of specialist advice services:

Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally at the South Kensington Campus on Level 5 Sherfield Building where the Careers Service is based.

Visit the Career Service’s website to:

- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees
- Exams
- UROP

Level 3, Sherfield Building, South Kensington Campus

020 7594 9444

student_hub@imperial.ac.uk

www.imperial.ac.uk/student-hub
Library and IT
Information and Communications Technologies (ICT)

If you’re having problems with technology (including computers, laptops and mobile devices), you can get help from ICT’s Service Desk.

📞 020 7594 9000
💻 www.imperial.ac.uk/ict/service-desk

Software shop

The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

💻 www.imperial.ac.uk/admin-services/ict/shop/software

Library services

The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

💻 www.imperial.ac.uk/library

Religious support

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management.

💻 www.imperial.ac.uk/chaplaincy
11. Student Records and Data

The Student Records and Data Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The Student Records and Data Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

**Student records and examinations**

📞 +44 (0)20 7594 7268  
📧 records@imperial.ac.uk

**Degree certificates**

📞 +44 (0)20 7594 8037  
📧 certificates@imperial.ac.uk
12. Work-life balance

The pace and intensity of postgraduate study at Imperial can be demanding so it's important to find time for outside interests.

Imperial College Union

The Union’s range of 380+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

Physical Activity Sport

Imperial College has a wide range of sports and activities on offer that cater for all standards and abilities. We have a recreational activity offer, competitive sports teams and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive and exciting offer for all.

With an annual fee of £30 you will get use of the gym and swimming facilities on our campuses.

www.imperial.ac.uk/sport
13. Student feedback and representation

Feedback from students
The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff. Feedback is given back to students at timetabled year group meetings and via your student representatives.

Student representation
Student Representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union (ICU) website.

www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

Staff-Student Committee
Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

Department of Electrical and Electrical Engineering Staff-Student Committee information.
14. Student surveys

Your feedback is important to your department, the College and Imperial College Union.

Whilst there are a variety of ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

- UG SOLE lecture/module survey
- Student Experience Survey (SES)

The UG SOLE lecturer/module survey runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them. There are also separate surveys for your BPES and Horizon modules.

For UG SOLE your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. While this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The National Student Survey (NSS) is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs in the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the National Students Survey (NSS). NSS asks all final year undergraduates to rate a range of elements related to their student experience such as, academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

For Imperial’s results visit the Unistats website:

[unistats.direct.gov.uk](https://unistats.direct.gov.uk/Institutions/Details/10003270)

All these surveys are anonymous and the more students that take part, the more representative the results so please take a few minutes to give your views.

The Union’s “You Said, We Did” campaign shows you some of the changes made as a result of survey feedback:

[www.imperialcollegeunion.org](https://www.imperialcollegeunion.org/you-said-we-did)

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

[www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/](https://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/)

For further information on surveys, please contact the Registry’s Surveys Team at:

[surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
15. And finally

Alumni services
When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free Wifi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

www.imperial.ac.uk/alumni

Opportunities for further study
After you have completed your degree, you may choose to study one of our taught MSc courses, or if you have completed your MEng degree, you could apply for a PhD.